

**Chung Yuan Christian University 2022-2023 Academic Year (Spring semester)
Registration Note for Current Students**

Date of formal classes : February 13th, 2023 (Monday)

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| Registration | No Registration Process is Required. (To finish the payment of Tuition and Miscellaneous fees within the payment deadline, which is to complete the registration.) | |
| Tuition Fee and Credit Fee Payment Term | From January 12th (Thur.) to February 8th (Wed.) , 2023 | |
| Download Payment Sheet | Please download and print by self after January 12th, please refer the URL as below: 1. Log into itouch/personal information/Check/Print payment slip. 2. https://reurl.cc/OA3x3g | |
| The Charge Standard of Tuition Fee | Inquiry: https://www.cycu.edu.tw/tuition.html /Tuition and Fees/Tuition and Miscellaneous Fees Schedule Inquiry: https://reurl.cc/b281nE | |
| Payment Method ◇ To avoid affect your personal rights of studying. Please confirm it online after paying the fee, do not overdue. | <p>1. Credit card payment (including UnionPay card)</p> <p>(1) CTBC Bank: https://www.27608818.com</p> <p>(2) School Code : 8814601758</p> <p>(3) Voice Payment : 02-27608818</p> <p>(4) Processing Fee : According to the regulations of the issuing bank.</p> | <p>2. ATM Payment</p> <p>(1) Select "Payment", not "Transfer"</p> <p>(2) Enter Mega Bank Code-017, Payment No., Amount</p> <p>(3) Processing Fee: NT\$0 per transaction within the bank, NT\$15 per transaction across banks; (The payment numbers for tuition and miscellaneous fees and medical examination fees are different, and cannot be combined for remittance).</p> |
| | <p>3. Convenience Store Payment</p> <p>(1) Show the payment barcode on the mobile phone or hold the payment slip to 7-11, Family Mart, Hi-Life, OK to pay (The amount over NT\$60,000 will not be accepted).</p> <p>(2) Processing Fee: Under \$20,000 (NT\$10) ; \$20,000 to \$40,000 (NT\$15) ; \$40,000 to \$60,000 (NT\$18).</p> | <p>4. Remittance from other financial institutions</p> <p>(1) Receiving Bank: Mega Bank Zhongli Branch</p> <p>(2) Payee Account Number: payment number</p> <p>(3) Account Name: Chung Yuan Christian University</p> <p>(4) Processing fee: NT\$30 for each. (The payment numbers for tuition and miscellaneous fees and physical examination fees are different, and cannot be combined for remittance).</p> |
| | <p>5. Debit from Mega Bank Account</p> <p>(1) Students must transfer the authorization form before the end of the semester, and deposit the full amount of tuition and miscellaneous fees in the account</p> <p>(2) Processing Fee: NT\$0</p> | <p>6. Cash payment</p> <p>Please bring the payment slip to any branch of Mega Bank to pay at the counter.</p> |
| The Deadline for making up the registration (The deadline for making the supplementary tuition and credit fees.) | On February 20th, those who haven't paid the tuition within the time limit <u>will be withdrawn according to the CYCU Academic Policies.</u> | |

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| Returning Students | <ol style="list-style-type: none"> 1. Course selection: Please refer to "111-2 Course Selection Schedule" for the related matters of course selection. 2. Payment: Please check the tuition and miscellaneous fees online the next day after resumption of schooling, and pay the fees according to the above methods. (The itouch password is set to 8 codes for the birthday of WD.) 3. Military service: Returning Students who have completed their military service should upload the picture of the Military Service Discharge Orders to the System of Application for Students Suspension/ Re-admission/ Drop-out of Studies. |
| The Payment and Refund of the Add/Drop Courses After the Semester Starts | <ol style="list-style-type: none"> 1. Make a supplementary credit fee: After adding the election till March 4th, please print the payment slip on the website below. If the payment is overdue, the unpaid credit fee of the subjects will be withdrawn after the Curriculum and Registration Division announces, no objection is allowed. https://reurl.cc/OA3x3g 2. Refund: After the deadline for the change of course selection in CYCU, the cashier section will remit the refund to the student's Mega Bank or post office account on March 31st. Students who do not provide an account, please contact the cashier section (03-2652224). |
| Others | <ol style="list-style-type: none"> 1. Student loan, Reduction and exemption of the tuition fee: Online application starts from January 16th to February 8th, please go the Office of Student Affairs / Scholarships and Grants for enquiries. 2. Military service: After completing the two-stage military training, please submit a copy of the Military Service Discharge Orders to the Student Advising Division of the Office of Student Affairs. 3. Physical examination: For readmitted freshman who haven't done the physical examination should complete it, please go the Office of Student Affairs / Health Services Division for enquiries. |

The Office Contact Number of Each Business

| Item | Office | Contact Number | Item | Office | Contact Number |
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| Registration | Office of Academic Affairs Curriculum and Registration Division | 03-2652022、2089 | Suspension/ Re-admission /Drop-out of Study | Administration and services center | 03-2651178~1180 |
| Select course | Office of Academic Affairs Curriculum and Registration Division | 03-2652034、2088 | Student loan | Office of Student Affairs Student Advising Division | 03-2652113 |
| Payment | Office of Academic Affairs Curriculum and Registration Division | 03-2652021、2089 | Reduction and exemption of the tuition fee | Office of Student Affairs Student Advising Division | 03-2652125 |
| Payment method | Office Of General Affairs Cashier Section | 03-2652224 | Military service | Office of Student Affairs Student Advising Division | 03-2652120 |